



Women for Justice and Equality - South Sudan (WOJE)

VACANCY ANNOUNCEMENT

POSITION TITLE: Human Resource OFFICER (1 POST)

DUTY STATION: JUBA

REPORTING TO: Head of Operations

Duration: 6 Months

STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women for Justice and Equality (WOJE) is a feminist advocacy towards strengthening and advocating for the rights of women and marginalized communities in the Republic of South Sudan.

WOJE is fully registered with the Relief and Rehabilitation Commission (RRC) under certificate No. 1972 per the 2016 NGO Act of South Sudan.

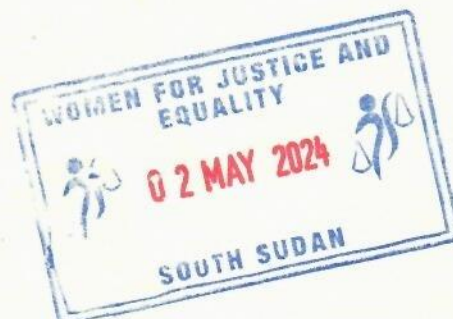
WOJE focuses on Policy Advocacy, Social Justice and Humanitarian Rights, Economic Empowerment, Gender Based Violence, Health (SRHR, HIV), Food Security and Livelihoods (FSL)

WOJE is currently seeking qualified candidates for the position of **Human Resource Officer**.

PURPOSE OF THE POSITION

Working as an important member of a diverse team who is committed to serving the most vulnerable with practical and compassionate care the HR Officer supports many of the Human Resource activities of WOJE at both the HQ and Field Office

On a day-to-day basis, the HR Officer carries out a variety of HR functions required to ensure the Human Resource needs of WOJE are met and that all HR Responsibilities are carried out with integrity and in accordance with Government, Donor, WOJE HQ, and field guidelines.



KEY RESPONSIBILITIES

Roles and Responsibilities

Carry out the day-to-day Human Resource functions of the Organization. The activities include, but are not limited to:

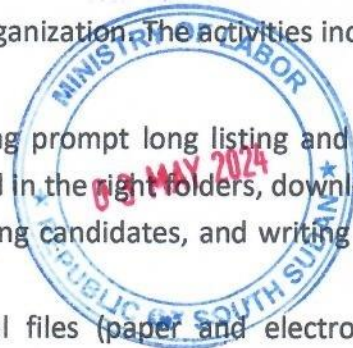
- Support the recruitment processes including, ensuring prompt long listing and short-listing by ensuring applications for positions are placed in the right folders, downloading CVs from E-mails, preparing interview packs, contacting candidates, and writing regret letters.
- Ensure that all HR documentation kept in personal files (paper and electronic) is maintained and archived in a consistent manner in line with minimum standards and data protection regulations.
- Maintains an up-to-date and accurate staff database.
- Manages staff-leave tracking sheets including; Annual leave, RnR, Sick leave, Maternity leave, Bereavement leave, Paternity etc.
- Communicates all government circulars to staff including; Public holidays, Tax policies, Security Alerts etc.
- Support expatriate staff in processing job legal requirements including; Work permits, Visas, Alien registration, Travel Authorization, TIN numbers, Good conduct certificates etc.
- Coordinates registration of WOJE in the field offices and processes renewal of WOJE registration in both the field offices and the HQ
- Prepares monthly payrolls and ensures submission of Government taxes on monthly basis
- Monitors staff attendance book, using the same to develop staff Timesheets on a monthly basis
- Manages staff welfare programs ensuring WOJE provides a conducive working environment for all staff, both at HQ and Field offices
- Manages staff travel plans, assisting the staff with travel logistics whenever traveling to the fields or out of country
- Perform other duties as assigned by the Line Manager.

Administration

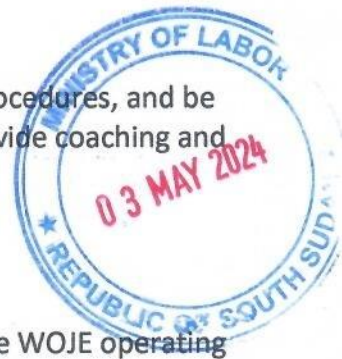
- Ensure a clear and transparent paper trail is adhered to for all Human resource related processes and that all filing and archiving is in line with WOJE and donor requirements.

Communication

- Maintain open and frequent communication with the Finance and Admin Manager, concerning all Human resource issues at the HQ and field level.



- Ensure colleagues are informed of the required HR procedures, and be available to answer any HR-related questions and provide coaching and guidance as necessary



Quality Management

- Adhere to all HR Processes by using and promoting the WOJE operating procedures, ensuring that all standardized formats are used and guidelines are followed

Other Delegated Responsibilities

- Maintenance of accurate HR records for all HR Activities
- Filing and retrieval of accurate supporting documentation for all HR Activities
- Any other duties assigned by the Finance Manager

PERSONAL ATTRIBUTES

The HR Officer must possess expert leadership qualities.

Along with this, he or she must be also good in the following things:

- Ability of effectively communication and represent the organization
- Good reporting skills
- Innovative and motivational skills
- Being thorough and effective
- Knowledge about reporting and budgeting
- Expert analytical and organizational skills
- Expert in time management

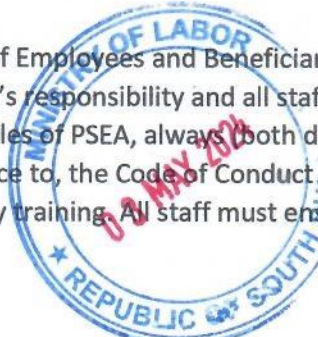
REQUIRED QUALIFICATIONS

- Degree or Diploma in Human Resource Management or Business administration.
- At least 1 Year relevant work experience
- South Sudanese National
- Programming experience in South Sudan required
- Should be able to work under minimum supervision in hardship areas.
- Should be computer literate with knowledge in Microsoft Word, excel, outlook, and PowerPoint.
- Should be a team player having good communication and interpersonal skills
- Should be fluent in both written and spoken English
- Knowledge of basic Arabic desirable



PSEA

WOJE has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.



HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to wojehumanresource@gmail.com with a copy to wojesouthsudan.org@gmail.com or hard copies to WOJE office in **Gurei opposite Standard School** no later than 31ST May 2024 at 5.00 pm local time.

This is a national position and only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WOJE retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted.

Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

